



## Invitation to Bid

Saginaw Township Community Schools will receive firm sealed bids for an Integrated Pest Management Program at ten (10) locations within the school district as outlined in the enclosed specifications.

*Your proposal marked "Integrated Pest Management Program – SEALED BID – DO NOT OPEN" must be received no later than 2:00 p.m. on Thursday, May 28, 2026 to:*

Saginaw Township Community Schools  
Facilities Department  
Attn: Interim Facilities Director Jim Mitchell  
3283 Fashion Square Blvd.  
Saginaw, MI 48603

Late bids will not be accepted. They will be returned unopened.

The Board of Education reserves the right to reject any and/or all bids in whole, or in part and to waive any informality therein. If in the Board's opinion, it is in their best interest, the contract may be awarded to other than the lowest bidder, for reason of establishing uniformity, delivery time, etc.

Questions may be directed to Jim Mitchell at (989) 793-9711 or [jamitche@stcs.org](mailto:jamitche@stcs.org).



## PROPOSAL FORM

I/We propose to provide the required materials and labor as described in the specifications for costs as indicated below. I/We understand that actual payment for work done shall be calculated on actual field measurements, but in no case shall the amount of work exceed the amounts included in a purchase order without expressed, written approval of Saginaw Township Community Schools.

The undersigned has read and understands the terms and conditions of this contract and agrees to enter into an agreement with Saginaw Township Community Schools in accordance with said documents.

Company Name \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

Email Address \_\_\_\_\_



# Instructions to Bidders

## 1. Preparation of Bids:

- a. Bidders are expected to examine all instructions and specifications. Failure to do so and comply with requirements will be at the bidder's risk, and is cause for rejection of the bid.
- b. If any person contemplating submitting a bid is in doubt as to the true meaning of any part of the specifications or other conditions within the invitation, a written request for clarification must timely be submitted to the attention of Jim Mitchell. Any clarification will be by written addendum duly issued by Jim Mitchell and a copy of such addition will be posted to the district's website ([www.stcs.org](http://www.stcs.org)). Verbal explanations will not be binding.
- c. Each bidder shall furnish all information required on the proposal form. The person signing the form must initial erasures or other changes.
- d. Bidders shall inspect the work site and take such steps as may be reasonably necessary to ascertain the nature of the work; and general and local conditions which can affect the work or cost thereof. Failure to do so will not relieve the bidders from responsibility for estimating properly the difficulty or cost of successfully performing the work.

## 2. Submission of Bids:

- a. All bids shall be submitted in sealed envelopes and shall include the following information on the face of the envelope: bidder's name, address, and statement "Integrated Pest Management Program– *SEALED BID – DO NOT OPEN.*" Failure to do so may result in a premature opening of, or failure to open, such proposal.
- b. Bids must be received at the Saginaw Township Community Schools Facilities Department before the closing date and time which is Thursday, May 28, 2026 at 2:00 p.m. Any bids received after this time will be returned unopened if marked, or not considered if inadvertently opened.



### 3. Consideration of Proposals:

- a. The Facilities Director shall represent the school district in all matters pertaining to this proposal and contact in conjunction therewith. Saginaw Township Community Schools reserves the right to reject any or all proposals and to disregard any informality in the bids and bidding.
- b. Proposals submitted on bid forms are understood to be according to specification data, unless deviations or exceptions are clearly stated with the same form.
- c. Saginaw Township Community Schools reserves the right, when it deems to be in the best interest of Saginaw Township Community Schools, to award the bid as part or in whole.
- d. Bidders shall be a reputable, recognized organization with at least five years successful experience on work of this type. The bid documents shall include a list of a minimum of five (5) school references where similar work was completed within the past five years, so as to allow checking and visiting of the references to evaluate the quality and nature of the bidder's work. Such a list, is to include names, addresses and phone number of individuals who may be contacted.
- e. Contractor must describe their guarantee and/or warranty.
- f. Bidders shall furnish with their bid proposal, Public Liability and Property Damage Certificates of Insurance in sufficient amounts as determined by Saginaw Township Community Schools. Prior to the commencement of installation, Contractor shall obtain the following insurance, at its own expense, to be maintained until completion of the Work or its final acceptance.
  1. Comprehensive General Liability and Automobile Liability Insurance covering personal injury or death in the amount of \$500,000 per person, \$1,000,000 per occurrence, and property damage of \$250,000 per occurrence, unless otherwise specified by the Owner, and Workmen's Compensation and Employer's Liability insurance accordance with applicable law; and to indemnify and hold Owner harmless against damages, claims, losses and expenses, including reasonable attorney's fees and court costs, resulting from injuries or damages, including death, to persons or property arising from Contractor's performance under contract.
  2. Certificates of insurance, in duplicate, indicating the job site and evidencing all required coverage must be submitted to and approved by Saginaw Township Community Schools prior to the commencement of any of the work.



Submit to: Saginaw Township Community Schools  
ATTN: Katy Butts, Accounts Payable  
PO BOX 6278  
Saginaw, MI 48608  
[kmbutts@stcs.org](mailto:kmbutts@stcs.org) or Fax: (989) 797-1801

3. All policies shall expressly require thirty (30) day written notice to Saginaw Township Community Schools, at the above address, of the cancellation or material alteration of such policy, and the Certificate of Insurance shall so provide.
- g. The Contract shall be awarded when a Bidder has been issued a letter of intent and a purchase order.
- h. After a contract agreement has been executed, the Bidder shall not be allowed any sum above the price(s) specified in the contract agreement.
- i. It is the Bidder's responsibility to note any detail or specification that, in his/her opinion is not practical or functional.

#### **4. Order deletions:**

Saginaw Township Community Schools reserves the right to add or deduct item quantities from the original specification without any effect on the unit prices submitted.

#### **5. Successful contractor requirements:**

- a. Saginaw Township Community Schools shall not be responsible for any cost or expense the Contractor incurs in implementing the requirements of this bid document.
- b. Contractor shall remove from the project all his/her waste materials and rubbish resulting from his/her operations and shall remove all packing cartons and debris. If contractor fails to clean up within seven (7) days after completion, Saginaw Township Community Schools may do so and the cost thereof shall be charged to the Installer as a deduction in his/her contract price.



- c. Contractor shall take all reasonable precautions for the safety of his/her work, all items or materials to be installed which are in his/her custody, adjacent property, other workmen at the site, and the public.
- d. Contractor shall provide an adequate number of qualified, experienced personnel, in harmony with other workers at the site, capable of performing the required work within the time frames set forth in Saginaw Township Community Schools' schedule.
- e. All workmen and subcontractors performing work shall be skilled in their respective trades.
- f. Contractor agrees, that in the performance of its work under this contract, it shall abide by and comply with all applicable Federal, state and local laws, codes and regulations, including but not limited to the Occupational Safety and Health Act of 1970.
- g. Because other activities of Saginaw Township Community Schools will be proceeding at the same time as the project covered by this specification, the contractor shall cooperate with the Facilities Director to ensure that all work progresses in a manner which does not conflict with other activities.
- h. Saginaw Township Community Schools shall conduct a final inspection of project to assure that all work performed meets specifications.
- i. It is the responsibility of the Contractor to keep informed of all existing and future federal, state, county or local ordinances and regulations which in any manner affect the work to be performed. The Contractor and all his/her agents or subcontractors shall at all times observe and comply with all such laws and ordinances, and shall protect and indemnify Saginaw Township Community Schools and all their representatives against any claim, loss, or liability arising or resulting from violation of any such laws or ordinances.



## SCOPE OF WORK - Specifications/Conditions

1. Proposals must provide a **single annual total cost for each location**. This total cost must consider and include all specifications and conditions stated. **Annual cost must include a program for all insect pests and stinging insects. The program must also cover mice and rats.**
2. All service must be provided in complete compliance with current law and rules, including **Public Act 451, part 83, and Regulation 637 of the Pesticide Control Act.**
3. All buildings/locations in the school district must have an initial interior and exterior inspection. Based on these inspections, a **site specific integrated pest management plan** must be developed. Initial findings must be recorded in the site plan and reported in a written document to Facilities Director. **The integrated pest management plan must be an electronic format that is accessible 24 hours a day.**
4. Services must include at least one comprehensive training session for staff pertinent to the techniques and procedures to be employed. There must be monthly updates or newsletters.
5. There must be one scheduled visit per month by the vendor to verify the effectiveness of the service and to assist staff with any problems. **Additional visits will be provided without charge to the district.** These visits must ensure contact with a designated representative.
6. In all cases, the use of the non-toxic or least toxic control measures shall be required. Should a pest problem require the application of a toxic product it must be applied in conformance with all existing laws and regulations. **No restricted use pesticides, carbamates, organophosphate, synthetic pyrethroids or aerosol formulations may be used.**
7. If toxic products or pesticides requiring notification are applied, the **vendor shall assume responsibility for any required parent notifications and area postings. Also, the vendor is responsible for the filing and organization of the parent forms when returned.**



8. In the event of problems, which cannot be resolved over the phone or via regularly scheduled visits, the vendor must be able to provide a site visit within 24 hours of a request. **Such visits shall be at no additional charge to the district.**
9. The service period covered shall run from July 1, 2026 through June 30, 2028.
10. Invoices for the services delivered shall be sent by U.S. Mail to Saginaw Township Community Schools, PO BOX 6278, Saginaw, MI 48608 or emailed to [ap@stcs.org](mailto:ap@stcs.org). Invoices may be done annually, quarterly, or monthly.
11. Consultation on turf and trees must be included in the proposal.
12. Listed below are the ten (10) Saginaw Township Community Schools locations to be covered under this agreement:

1.	Arrowwood Elementary- 5410 Seidel Rd, Saginaw, MI 48638
2.	Buildings & Grounds/Nutrition Services Offices 3283 Fashion Square Blvd., Saginaw, MI 48603
3.	Hemmeter Elementary-1890 Hemmeter Rd., Saginaw, MI 48638
4.	Heritage High School-3465 N Center Rd., Saginaw, MI 48603
5.	Mackinaw High School- 2775 Shattuck Rd., Saginaw, MI 48603
6.	Sherwood Elementary- 3870 Shattuck Rd., Saginaw, MI 48603
7.	Transportation Facility- 3301 Fashion Square Blvd., Saginaw, MI 48603
8.	Weiss Elementary- 4645 Weiss St., Saginaw, MI 48603
9.	Westdale Elementary- 705 S Center Rd., Saginaw, MI 48638
10.	White Pine Middle School- 505 N Center Rd., Saginaw, MI 48638

**IRAN LINKED BUSINESS AFFIDAVIT OF BIDDER**

The undersigned, the owner or authorized officer of \_\_\_\_\_  
(the "Bidder"), pursuant to the Iran linked business requirement provided in the Saginaw Township Community  
Schools advertisement for bid, hereby represent and warrant that they are not an Iran linked business as defined by  
Michigan Public Act 517 of 2012.

**Bidder:**  
*(Name and Address):*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_





**Insurance Requirements:**

*A certificate of insurance naming the Saginaw Township Community Schools as an "additional insured" for commercial general liability insurance must be on file in the Business Office **before any work is performed.** We also require proof of Worker's Compensation coverage with Saginaw Township Community Schools named as a certificate holder. The required policies and certificates are to be endorsed to give the district at least 30 days' notice of cancellation or material reduction of insurance coverage. The preferred General Liability insurance limit is \$1,000,000. If you do not have this limit, please send a letter of explanation detailing the reasons you feel your limits are appropriate.*